

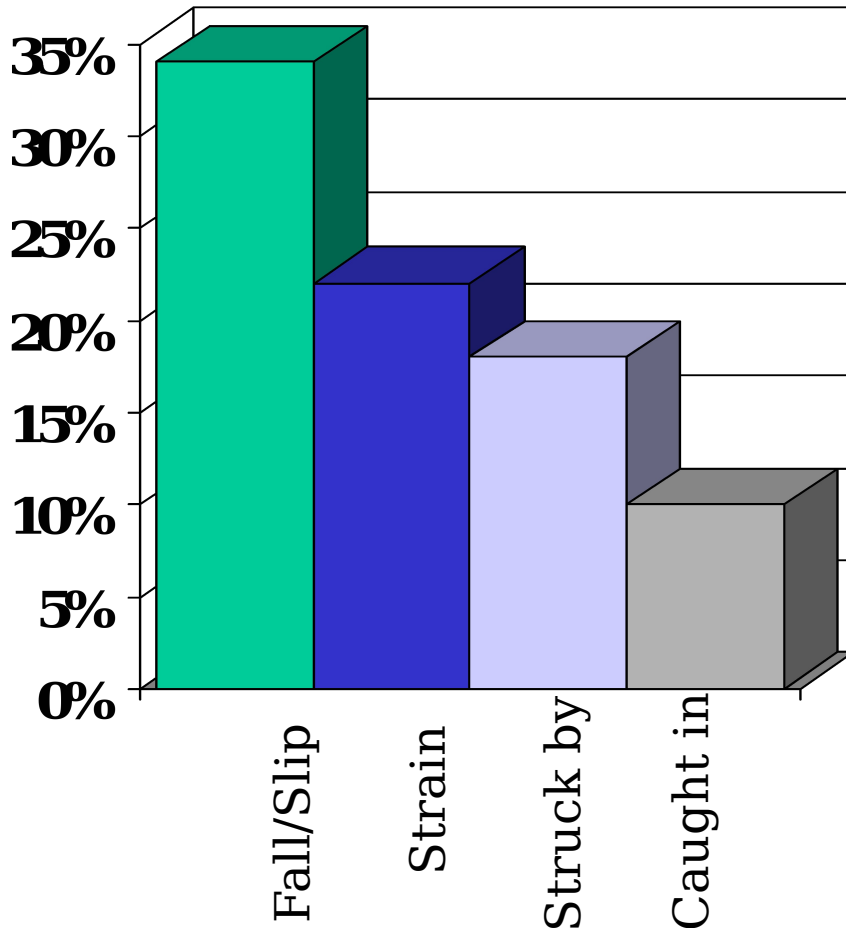


# Office Safety

# Overview

- Survey office for safety concerns
- Evaluate office for safety concerns
- Mitigation of safety concerns

# Background



Source: National Safety Council, Accident Prevention Manual, 1992

- Disabling Office Mishaps
  - Office workers sustain approx 76,000 fractures, dislocations, sprains, strains and contusions annually
- OSHA Act
  - Requires employers to provide safe and healthy work environment

# Survey Office Spaces

- Upon initial assignment
- Take notes
- Identify hazardous areas and processes
- Make liaisons in your unit

# Evaluate Office Spaces

- Formal in nature
- Use checklist specifically designed for your Unit
- Conduct job hazard analysis
- Conduct work center analysis

# Evaluate Office Spaces cont.

- Physical Layout
  - Spacing
  - Layout
  - Walkways
- Housekeeping Hazards
- Exits and Egress Hazards



# Evaluate Office Spaces cont.

- Fire Hazards
- Handling and Storage
- Machines and Tools
- Furniture
- Electrical Hazards



# Evaluate Office Spaces cont.

- Work stations
- Ventilation
- Lighting
- Noise
- Mishap Logs and Records





# Mitigation

- Physical Layout
  - Spacing
  - Layout
  - Walkways
- Housekeeping Hazards
- Exits and Egress Hazards

# Mitigation

- Fire Hazards
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# Mitigation

- Work stations
- Ventilation
- Lighting
- Noise
- Mishap Logs and Records

# Mitigation

- Federal Employees Compensation Act (FECA)
  - OPNAVINST 12810.1
  - CNO ltr 1990
  - “Charge back” to individual command
  - Command pays for individual’s medical expenses, lost time out of command’s OPTAR
  - HRO Compensation Roll

# Mitigation

- Get People Back to Work
  - Job engineering
  - Light duty
  - Retrain
  - Find jobs in other areas

# References

- NAVMC DIR 5100.8
- 29 CFR 1910.1030

